



ACCUPLACER Training

Indiana Department of Education
Non-Standard Testing, 2014-2015

Training Agenda

- **ACCUPLACER Non-standard Testing Overview**
 - Paper/Pencil
 - Large Print
 - Braille
- **Ordering Process**
- **Test Administration and Scoring Process**
 - Reading
 - Math
- **Test Materials Return**
- **Questions**



ACCUPLACER 2014-15
Non-standard
Testing Overview

ACCUPLACER Non-standard Testing

- + Non-standard testing is linear not computer adaptive
- + Each section has more test items than the on-line version
 - Untimed with suggested time limits
- + Test administration and scoring directions for reading and math are located in the manual
- + All Site Managers will receive a ***Test Coordinator Kit***
 - ACCUPLACER On-line and Non-standard Testing Manual
 - Hand scoring overlay (for Elementary Algebra only)
 - Test Materials Return Form
 - Shipping Return Label

Types of Non-standard Formats for ACCUPLACER

- + Paper/Pencil Standard Form
- + Large Print version
- + Braille version

Note: All ACCUPLACER Non-standard test booklets and materials are also referred to as 'Companion' booklets and materials.



ACCUPLACER® Program
Manual for Indiana
Department of Education

Online Tests

and

Non-Standard-Format Tests

Forms P and Q

Forms F and G

October 2014

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ACCUPLACER On-Line Accommodations

ACCUPLACER online ***has wizard feature for visually impaired***

ACCUPLACER online ***is compatible with reading software programs***

- ZoomText Magnifier/Reader
- Kurzweil 3000 for Windows Professional Color Windows-based reading, writing, and learning software for struggling students
- Text Help Read&Write 8.1 GOLD

ACCUPLACER
Non-standard Testing
Ordering

ACCUPLACER Non-standard Testing Ordering

- + Non-standard testing orders were due on Nov 21, 2014
- + Questions or changes to your request should be send to:
 - Karen Stein kstein@doe.in.gov 317-232-9050

***ACCUPLACER Non-
standard Testing
Test Administration
and Scoring***

ACCUPLACER Non-standard testing - Reading

Reading - ACCUPLACER Paper/Pencil	Action/Time required
Corporation Testing Coordinator (CTC) or School Testing Coordinator (STC) will administer ACCUPLACER Paper/Pencil Reading Comprehension placement and diagnostic test.	Untimed, 80 questions
CTC or STC will scan the students answer sheet and send electronically (fax or scan) through a secure site to: https://login.imagesilo.com	CTC or STC should complete this step within five school days after testing is completed.
Upon completion of all accommodation testing, CTC or STC will return all materials (used and unused booklets and answer sheets) to: The College Board c/o DocuLaw 1060 N Capital Ave E240 Indianapolis IN 46204	CTC or STC will complete Test Inventory Sheet and return all materials by April 15, 2015.
ACCUPLACER Paper/Pencil test results will be uploaded into High School's testing site.	ACCUPLACER paper pencil test results will be available in the High School's testing site approximately three weeks after receipt of the electronic file.

ACCUPLACER Non-standard testing - Mathematics

Math - ACCUPLACER Paper/Pencil	Action/Time required
Corporation Testing Coordinator (CTC) or School Testing Coordinator (STC) will administer ACCUPLACER Paper/Pencil Elementary Algebra placement test.	Untimed, 35 questions
CTC or STC will hand score Elementary Algebra placement test using the provided scoring template.	Approximately 3-4 minutes (35 questions), per student.
CTC or STC will determine if further ACCUPLACER Diagnostic Math Testing is required based on the student's Elementary Algebra score.	CTC or STC will utilize chart provided in the Test Coordinators Kit to determine if Math Group A, Math Group B, or Math Group C is required.
CTC or STC will administer ACCUPLACER Math Group A, Math Group B, or Math Group C if required. Student will use the same answer sheet for both placement and diagnostic tests.	Untimed, 48 - 64 questions

ACCUPLACER Non-standard testing - Mathematics

CTC or STC will scan the students answer sheet and send electronically (fax or scan) through a secure site to: https://login.imagesilo.com	CTC or STC should complete this step within five school days after testing is completed.
Upon completion of all accommodation testing, CTC or STC will return all materials (used and unused booklets and answer sheets) to: The College Board c/o DocuLaw <u>1060 N Capital Ave</u> E240 Indianapolis IN 46204	CTC or STC will complete Test Material Return Form and return all materials by April 15, 2015.
ACCUPLACER Paper/Pencil test results will be uploaded into High School's testing site.	ACCUPLACER paper pencil test results will be available in the High School's testing site approximately three weeks after receipt of the electronic file.

ACCUPLACER Non-standard testing – Math Diagnostics

How do I tell if a Student needs to take a diagnostic exam?

ACCUPLACER Math Diagnostic Chart

If Student's raw score on Elementary Algebra Placement Test is 20 to 34 – Administer ACCUPLACER Diagnostic Math Group A test to Student.

If Student's raw score on Elementary Algebra Placement Test is 35 to 69 – Administer ACCUPLACER Diagnostic Math Group B test to Student.

If Student's raw score on Elementary Algebra Placement Test is 70 to 91 – Administer ACCUPLACER Diagnostic Math Group C test to Student.

If Student's raw score on Elementary Algebra Placement Test is 92 to 120 – Student's score indicates college level math skills.

ACCUPLACER
Non-Standard Testing
Returning Test Materials

Returning Test Materials

- + All testing materials (both Testing Period 1 and 2) must be returned by April 15, 2015
- + High Schools will be provided return shipping labels

Indiana Department of Education
ACCUPLACER 14-15 Non-Standard Testing Materials Form

Directions for Corporation Testing Coordinator (CTC) or School Testing Coordinator (STC):

- Complete all information on parts 1 and 2 immediately upon receipt of materials.
- Complete all information on part 3 upon completion of testing.
- Return this form with unused testing materials and completed answer sheets to: nool address
- Destroy all used testing booklets

Part 1 - Corporation or High School Information

Corporation or school name:
ACCUPLACER Testing Site ID:
CTC or STC Name completing this form:
Signature:

Part 2 - Accounting for Test Materials Received

Test Name	Standard Size Booklet		Large Print		Braille	
	Test Form	#Received	Test Form	#Received	Test Form	#Received
Reading	Form P					
Reading	Form Q					
Elementary Algebra	Form P					
Elementary Algebra	Form Q					
Math Diagnostic Group A	Form					
Math Diagnostic Group A	Form					
Math Diagnostic Group B	Form					
Math Diagnostic Group B	Form					
Math Diagnostic Group C	Form					
Math Diagnostic Group C	Form					

Part 3 - Accounting for Test Materials Returned (Unused Booklets Only)

Test Name	Standard Size Booklet		Large Print		Braille	
	Test Form	#Received	Test Form	#Received	Test Form	#Received
Reading	Form P					
Reading	Form Q					
Elementary Algebra	Form P					
Elementary Algebra	Form Q					
Math Diagnostic Group A	Form					
Math Diagnostic Group A	Form					
Math Diagnostic Group B	Form					
Math Diagnostic Group B	Form					
Math Diagnostic Group C	Form					
Math Diagnostic Group C	Form					

Part 4 - Used Answer Sheets Returned

Total Number of unused answer sheets returned	
Total Number of used answer sheets returned	

Guidance and Policy Updates

- IDOE Contacts – Policy Questions:
 - *Amanda Culhan* aculhan@doe.in.gov
 - *Leslie Fatum* lfatum@doe.in.gov
 - *Adam Mastrucci* amastucci@doe.in.gov
- New information and updates will be posted on the web:
<http://www.doe.in.gov/achievement/ccr>

Technical Assistance

+ *ACCUPLACER Help Desk*

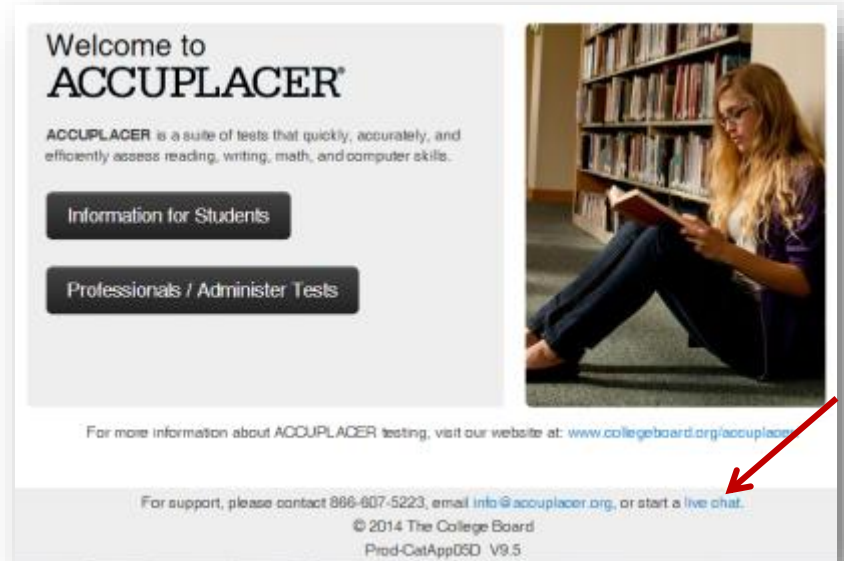
- 866-607-5223
- Start a live chat – www.accuplacer.org

+ *Kathie Montognese* – ACCUPLACER Senior Assessment Manager

- kmontognese@collegeboard.org

+ *Deborah Anderson* – IDOE ACCUPLACER Institutional Administrator

- danderson-NONEMP@collegeboard.org



The screenshot shows the ACCUPLACER website. On the left, there is a grey box with the text "Welcome to ACCUPLACER®" and a description: "ACCUPLACER is a suite of tests that quickly, accurately, and efficiently assess reading, writing, math, and computer skills." Below this are two buttons: "Information for Students" and "Professionals / Administer Tests". On the right, there is a photo of a young woman with long blonde hair sitting on the floor in a library, reading a book. At the bottom of the page, there is a footer with the text: "For more information about ACCUPLACER testing, visit our website at: www.collegeboard.org/accuplacer". Below this is a line of support information: "For support, please contact 866-607-5223, email info@accuplacer.org, or start a live chat." A red arrow points to the "live chat" link. At the very bottom, there is a copyright notice: "© 2014 The College Board" and "Prod-CatApp05D V9.5".

Questions

Thank You!